



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

SENIOR COMPUTER OPERATOR

PN #113158

HOUSTON POLICE

TECHNOLOGY SERVICES

N/A

33 ARTESIAN, 1<sup>ST</sup> FLOOR

MONDAY – FRIDAY, 8:30 A.M. – 4:30 P.M.\*

\*Subject to change

9    **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Responsible for resolving computer problems using first level diagnostic support techniques and documenting same. Responsible for documenting all incoming calls, excluding repair requests, and creating substantial records that can be used for problem tracking. Responsible for generating technical oriented correspondence based on a variety of computer related request. Responsible for completing a variety of work assignments including but not limited to security work, code table work, file maintenance, and password resets. Performs administrative duties such as filing, copywork, faxing, as needed to maintain administrative operations for division.

10    **WORKING CONDITIONS**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or extensive use of a video display terminal.

11    **MINIMUM EDUCATIONAL REQUIREMENTS**

Knowledge of grammar, spelling, punctuation and mathematical functions as might be acquired through specialized training of up to nine months of education or training beyond the high school level. May have simple vocational competence in the operation of mechanical or electronic equipment.

12    **MINIMUM EXPERIENCE REQUIREMENTS**

Two years of experience operating mainframe computers and peripheral equipment is required.

13    **MINIMUM LICENSE REQUIREMENTS**

Applicants must have a valid Texas driver’s license and be in compliance with the City of Houston policy on driving (AP 2-2).

14    **PREFERENCES**

Preference will be given to those applicants who have experience in Service Desk Support for microcomputer technology inclusive of first level PC troubleshooting, superior customer service skills, and knowledge of MS Office 97 products.

15    **SELECTION/SKILLS TESTS REQUIRED**

None.

16    **SAFETY IMPACT POSITION**    X Yes    No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17    **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 14  
\$861.00 - \$1,210.00 Biweekly    \$22,386.00 - \$31,460.00 Annually

18    **OPENING DATE**    September 13, 2006

19    **CLOSING DATE**    October 3, 2006

20    **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer